USER GUIDE FOR LUNA-INSIGHT

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1.   What is LUNA-Insight?

LUNA is software from Luna Imaging that La Trobe University uses to manage, access, use, and present collections of digital images.

2.   LUNA-Insight: Navigation

2.1 Go to http://www.lib.latrobe.edu.au/insight

2.2 Click on the **Student access** or **Staff access** button as appropriate to access a collection.

You may be taken to the LUNA-Insight login page.

2.3 Enter your usual La Trobe University Username and Password then click the **Submit** button.

You will be logged in and taken to the collection you selected – in this case the *A Record in Stone* collection:
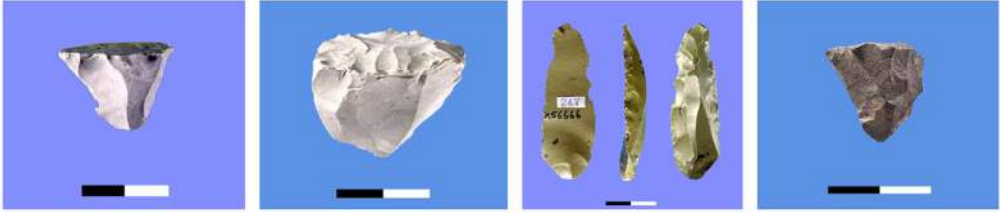
2.4 Click the **Browse All** button to view all images in collection. Use the arrows at the top left to move forwards or backwards through the collection.

2.5 Double-click on an image to select it.
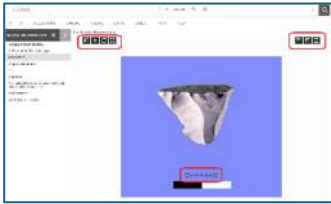
You will be presented with a detailed view of the image.

	Open the image in the Image workspace
	Add the media item to a group
	Rotate the item
	Open the item in full screen view
	Display annotations: indicates how many annotations are on an image. Click on it to hide or show the annotations. This icon only appears if there are annotations for the item
	Add Annotation: Annotations can be added to an image and saved • at a collection level for all to see • privately so only you will see them • to a Media Group in order to share the annotation with others
	Show/Hide Thumbnail Navigator: allows you to control which section of a zoomed-in image you see. Drag the greyed-out zoomed area around the thumbnail to see that zoomed section or simply pan in the image itself
	Maximize Image: maximizes the image to fit the workspace
	Zoom: click on the "+" or "-"symbol to zoom in and out on an image, drag the zoom bar left or right, or, use the scroll wheel on your mouse

3.   LUNA-Insight: Details

When you open a collection in LUNA-Insight and then click on **Browse All** button you will see thumbnails for all the images in the collection.
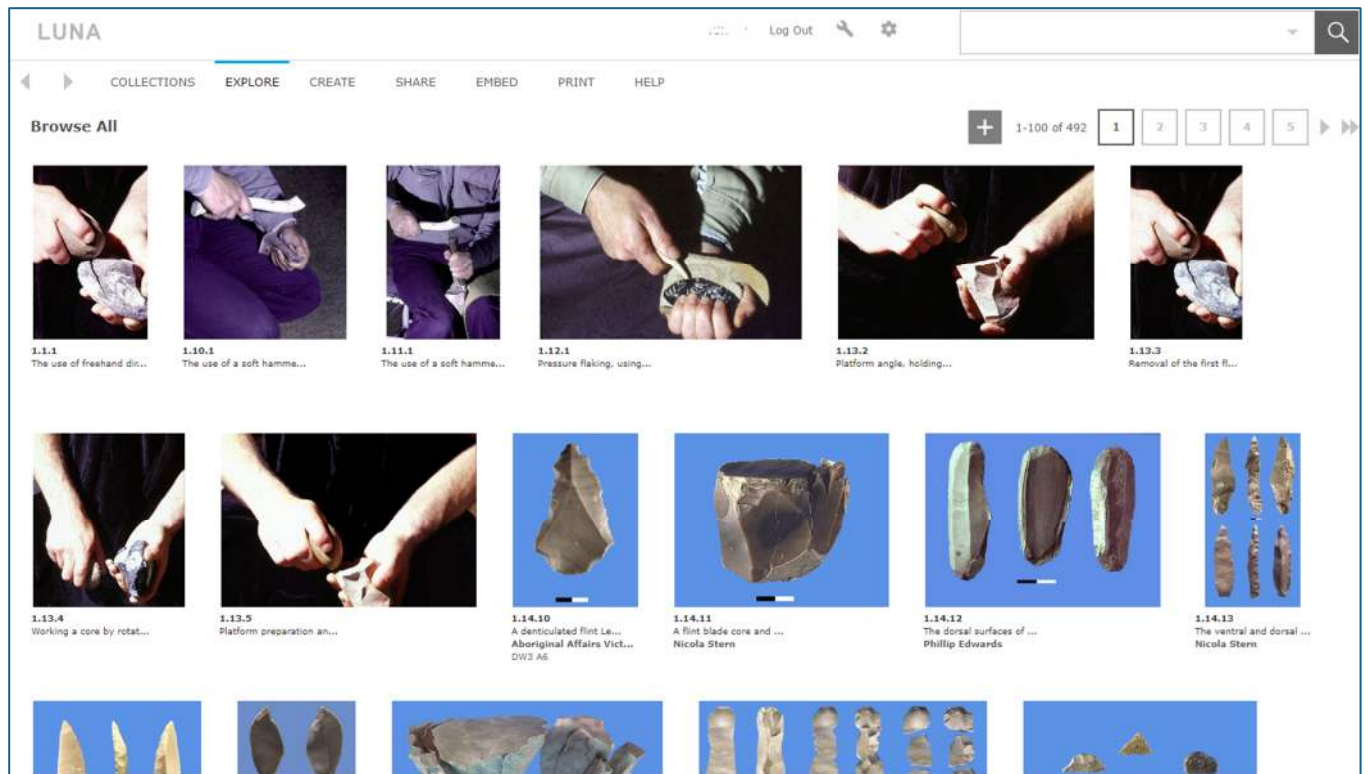
You can browse the images, or search using the search box at the top right.

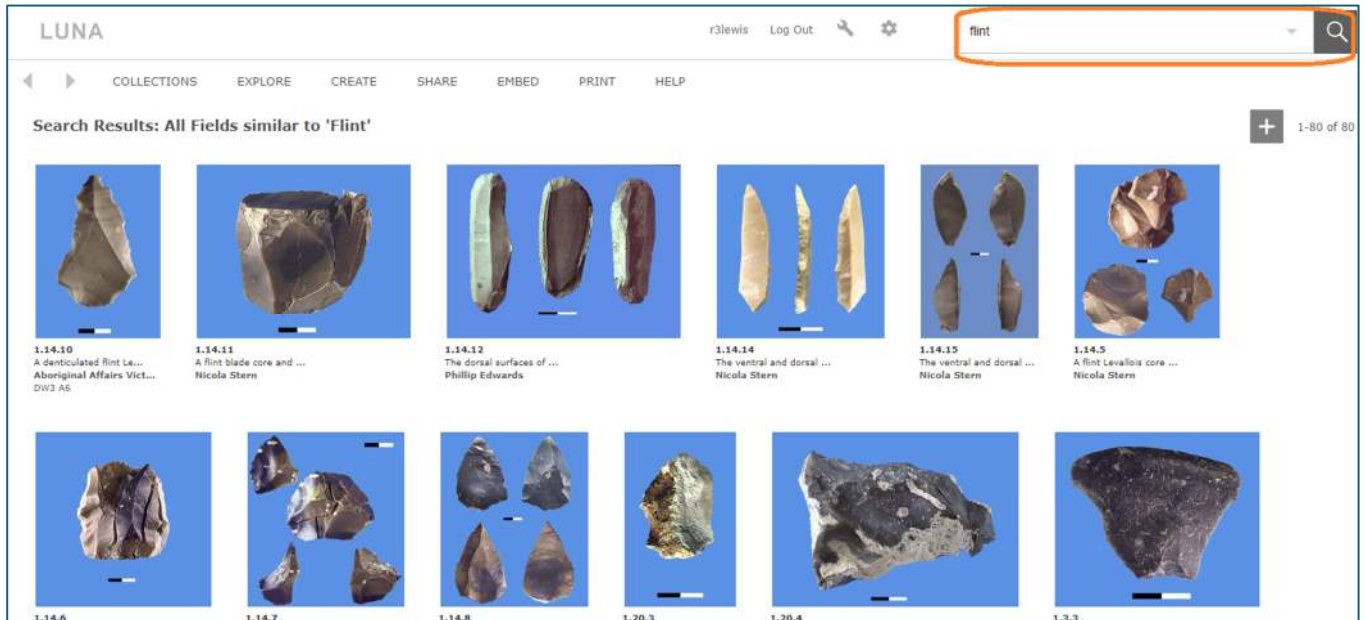From within the **Group Workspace**, you can do a quick scan of image thumbnails and do a range of text searching to retrieve particular images.

3.1.1 Search images
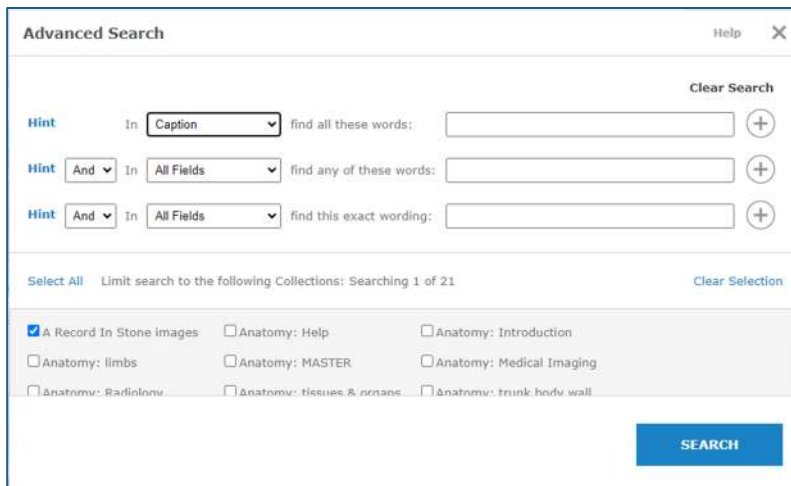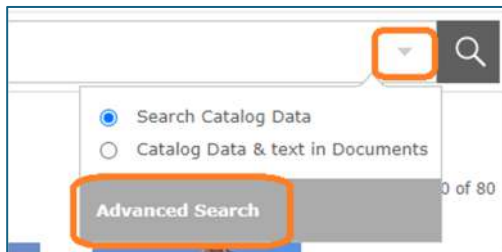Images can be searched across a collection of images by selecting collections to search on and then filling in search fields as appropriate:

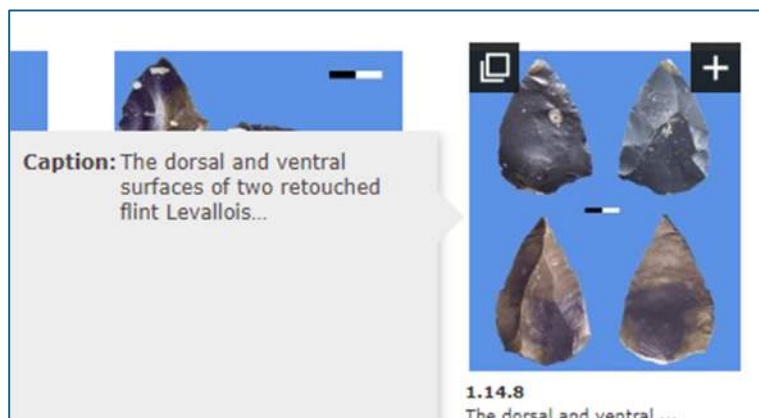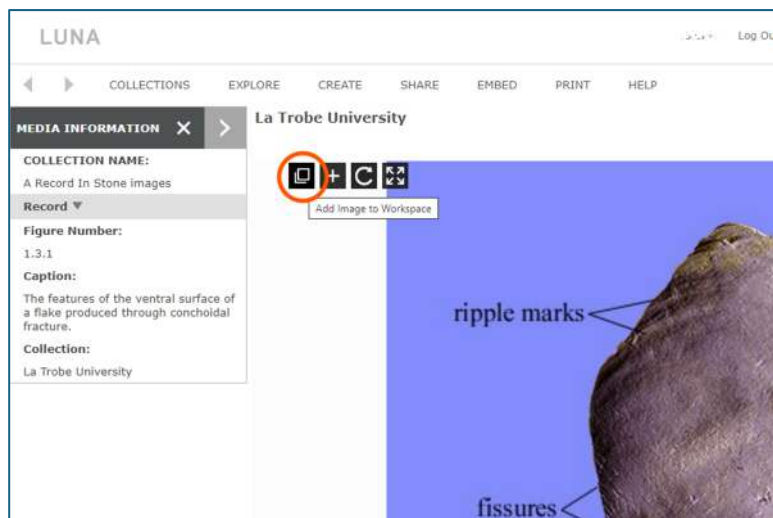Search for keywords in the search box at the top right.

Click on the arrow, then **Advanced search** to do more complex searches.

3.1.2 View summary description data of selected image
If you hover the mouse pointer over the image the summary information will appear.

3.2 Add image to workspace

Click the icon in top-left corner of the image:

The **LUNA Workspace** will open in a separate browser window. Other selected images will be added to this window. These selected images can then be worked on together

4.   Help with LUNA-Insight

There is a training video on navigating Luna at https://www.youtube.com/watch?v=8-aCx6TGdc0

If you are having problems using LUNA-Insight please contact the library via chat, phone or email, or use the contact form.
Contact your subject coordinator if you are not sure which parts of the database are relevant for you.